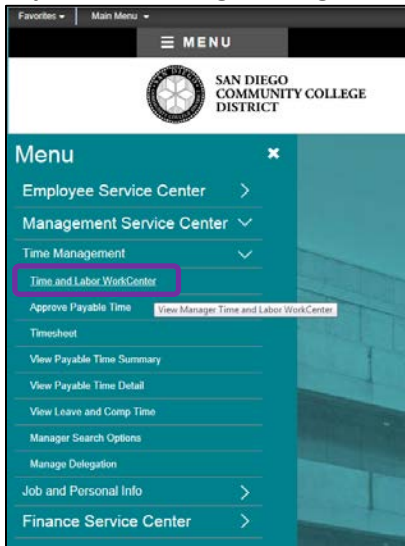
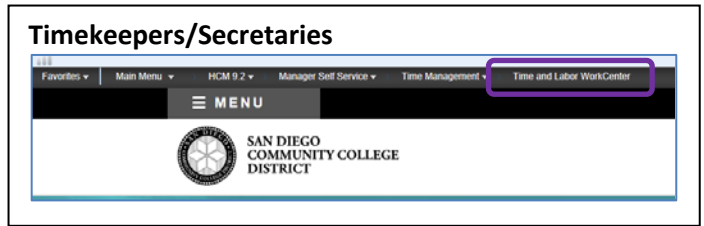


TIME AND LABOR WORKCENTER DETAIL

Supervisor/Manager Navigation

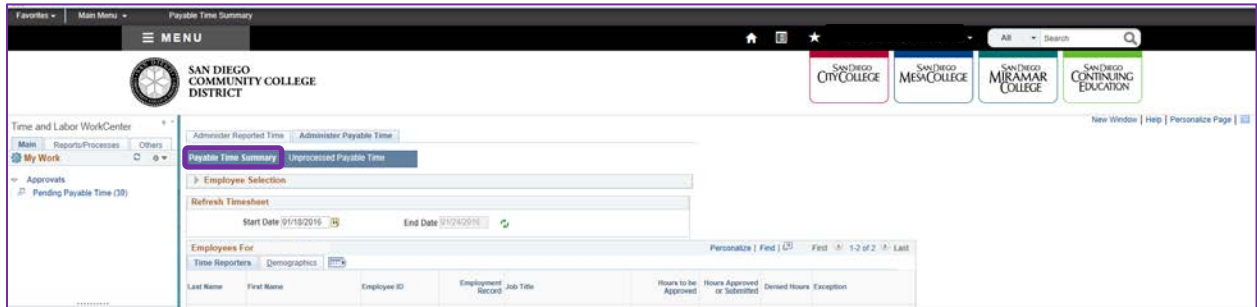


Non-Supervisor/Manager Navigation



Defaults to **Manage Payable Time** page > **Payable Time Summary**

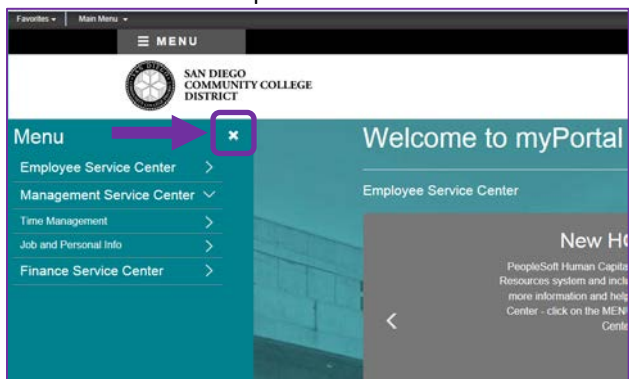
- Employees will default in who report to supervisor/manager “Reports to” position



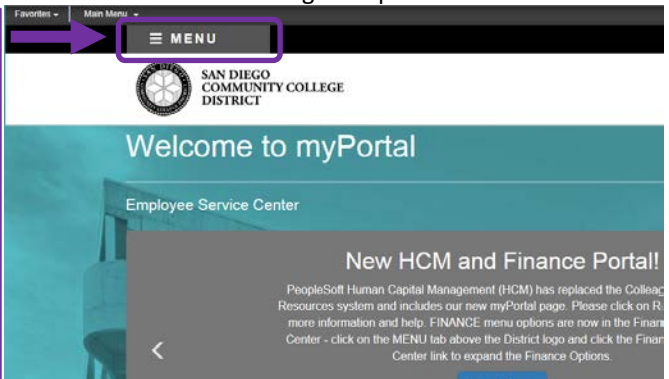
Collapsing Left Hand Menus

Portal Menu

- Click “X” to collapse

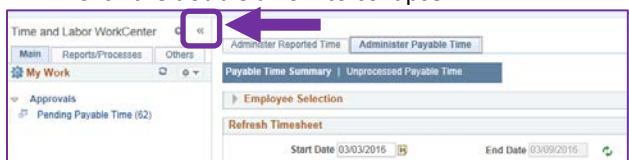


Click MENU button to again expand

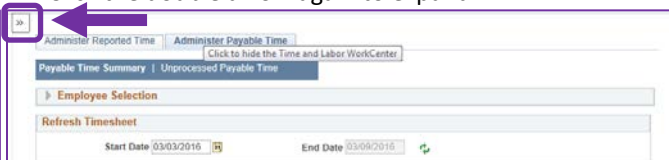


WorkCenter

- Click the double arrow to collapse



Click the double arrow again to expand



TIME AND LABOR WORKCENTER DETAIL

Employee Selection Criteria

- On most all pages in Manager Service Center/Time Management, there is an Employee Selection section that can be expanded to modify the criteria for pulling in employees
- Click the Clear Criteria button to clear default data
- Enter any criterion desired; Employee ID, Last Name, Business Unit, Department, Reports to Position Number, etc.
- Click the Get Employees button
- Click the Save Criteria button to save one specific search criteria; this will override any default settings

Approve Payable Time

- Click on Pending Payable Time link
- If there are less employees showing in the list than the number showing in the parenthesis, you may need to expand the date range under Change Time in View, and click the green refresh arrows
- Detail on an employee's last name to approve time by day entered

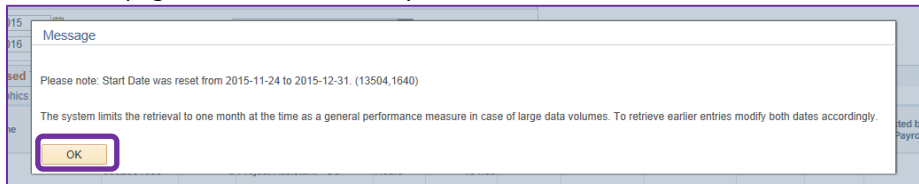
- Click the box to select Date to approve; if multiple dates can click "Select All" to process all at once
- Click on Needs Approval to view assigned PosSupervisor
- Click on Adjust Reported Time to view employee Timesheet
- Click on comments "bubble" to view any included comments or to add comments (before clicking action)
- Click the appropriate action: Approve (Deny or Push Back)

TIME AND LABOR WORKCENTER DETAIL

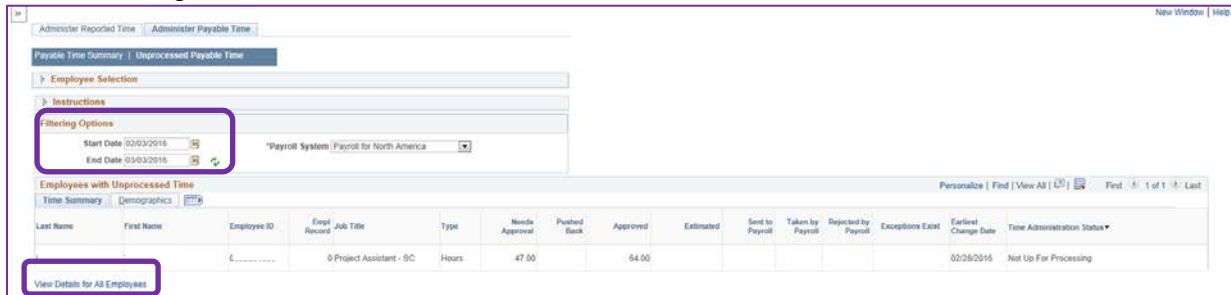
Manage Payable Time > Unprocessed Payable Time



- This page defaults to a monthly date view



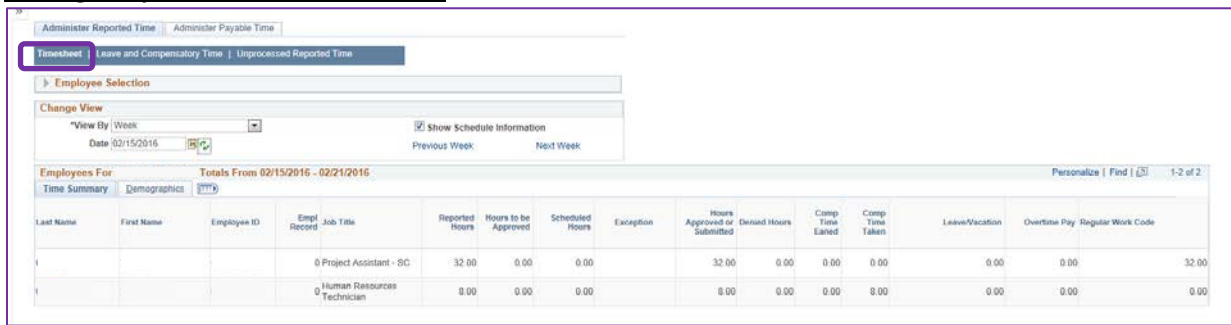
- The date under Filtering Options can be modified in month increments; select the Start and End Dates
- Click the green arrows to refresh



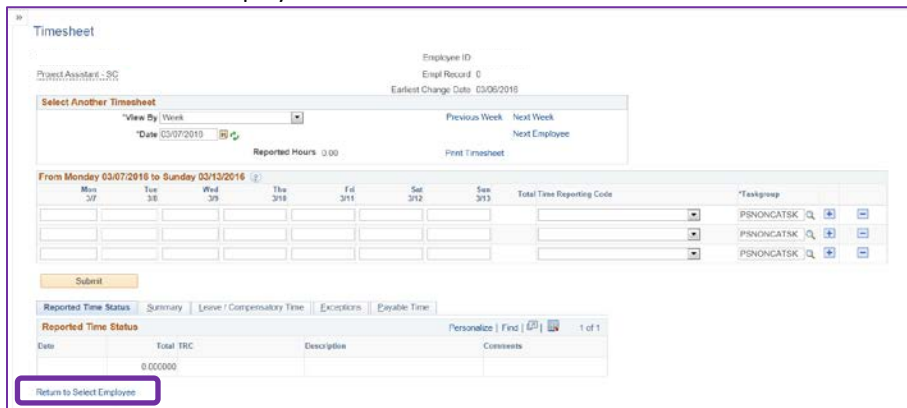
- Click on the View Detail for All Employees link to see day-to-day transactions for the period
- Click on the Excel icon to download the data to Excel



Manage Reported Time > Timesheet



- Click on the employee's name to detail into their Timesheet



- Click on Return to Select Employee to return to employee list

TIME AND LABOR WORKCENTER DETAIL

Manage Reported Time > Leave and Compensatory Time

- Indicate an effective date and refresh
- Click on the Employee's name to detail into their Plan Type for hours (Unit) Earned or Taken

Manage Reported Time > Unprocessed Reported Time – NOT USED

- HCM is set-up to move Reported Time immediately to Payable Time, therefore no results will be received for Unprocessed Reported Time; use **Manage Payable Time > Unprocessed Payable Time**

Available Ad Hoc Queries in WorkCenter

- Each query has prompted criteria to filter the data by
- All queries can be downloaded to Excel when reviewing the results

Unapproved Payable Time

TIME AND LABOR WORKCENTER DETAIL

Payable Time by Business Unit

- All Payable Time and Statuses by a specified data range

Time and Labor WorkCenter X_TL_PAYBLE_TIME_BY_CAMPUS_WC - Payable Time by Business Unit

Time From Date (Required)

Time To Date (Required)

Empl ID (Optional)

Business Unit (Required)

Location (Optional)

Dept ID (Optional)

S=Salaried or H=Hourly (Opt)

Reports To (Optional)

[View Results](#)

Empl ID	Name	Empl Record	Business Unit	Location	Dept ID	Description	Job Code	Description	Position	Description	Employee Type	TRC	Description	Sum Quantity	Payable Status	Reports To	Supervisor ID	Name
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Reported Time December 2015

Time and Labor WorkCenter X_TL_TIMESHEET_BY_CAMPUS_WC - Reported Time December 2015

EMPLID (Optional)

Enter Business Unit (Required)

Enter Dept ID (Optional)

Enter Location (Optional)

Reports To (Optional)

[View Results](#)

Unit	Location	ID	Empl Record	Name	Job Code	Descr	Reports To	Time Reporting Code	Descr	Sum Quantity	Reported Status	Dept ID	Descr
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Job Data by Business Unit

- Later version will include GL and distribution

Time and Labor WorkCenter X_HR_JOB_DATA_WC - Job Data by Business Unit

Business Unit (Required)

Location (Optional)

Dept ID (Optional)

Reports To (Optional)

[View Results](#)

ID	Last Name	First Name	Middle	Empl Record	Empl Record Date	Sequence	Unit	Location	Dept ID	Dept	Job Code	Job Descr	Position	Position Descr	Plg	Action	Action Date	Reason	Rag	Temp	FullPart	Group	Type	Stnd	Work	Empl Period	Officer	Sel	Plan	Grade	Step	Comp	Comp	Annual	Monthly	Hy	FLSA	Blng	Labor	PICA	FTE	Indicate	Estab	Start	Reports
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